



September 2003

System Authorization Access Request (SAAR) DISA Form 41, Apr. 2002 (EF)

PS-IP-1

Personnel Security



Mailing Address

**Privacy Office
TMA**

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Leesburg Pike
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Falls Church,
VA 22041**

Before an individual can have access to a TMA/MHS System housed on a DISA information system, the individual must have a DISA Form 41 completed. This form is used to record names, signatures and social security numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information.

The process of obtaining authorized access to a DISA information system is that the individual must have the following:

- A. A completed favorable government investigation and a trustworthiness determination for their ADP position designation.
- B. Verification of the need-to-know from the owner of the data.
- C. The appropriate security clearance, if applicable
- D. Information System security training.

You can obtain the System Authorization Access Request (SAAR) Form 41 on the DISA website: <http://www.disa.mil/cos/forms/formsinfo.html>.

Instructions for filling the Form 41 will be listed below.

Type of Investigation will be filled out by the individual who will be accessing the DISA System access.

System Name and Location will be filled in by the Company or Program Office.

Part I

Section 1-10 will be completed and signed by the individual requesting access to the DISA system.

Part II

Section 11-15 will be completed by the Contractor Security Manager of the individual requesting access to the system.

Part III

Section 16-23 will be filled in by the individual requesting access to the DISA system. If more space is needed for Section 16 you may use section 31.

Section 24 will be completed by TMA Network Operations if the individual works in a TMA Program Office or on a TMA contract.

Section 25 The ISSO where the system is housed will complete this section.

Section 29-30 N/A.

Part IV

Will be completed by a DISA representative at the site where this is housed.



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